

## **ARTICLE 8     COORDINATION & MEETINGS**

### **8.1     Purpose**

The success of the entire process is enhanced by effective teamwork (Owner, A/E, and GC/CM) at the beginning of the project. Time and energy can be focused on project goals by establishing and maintaining the key parameters of budget, schedule, and program early in the process.

Staffing: The GC/CM shall clearly identify the project staffing they intend to utilize throughout the project. The GC/CM shall identify all key project staff, their roles and responsibilities and the level of effort to be committed (full time vs. part time) and at what phases of the project.

- During the design process, the GC/CM firm will provide, at a minimum, one dedicated professional project manager and/or higher level professional staff to attend all design meetings.
- During the construction phase, the GC/CM shall provide full supervision to coordinate the job in the field, and provide for sufficient and appropriately skilled staff to implement a quality control program.

These staffing commitments shall be honored unless the individual leaves the GC/CM's employ. The Owner must approve any substitution of staff in writing. Substitution shall be with people of comparable experience and ability.

### **8.2     Preconstruction**

The GC/CM shall coordinate closely with the A/E team to establish design and construction schedules, budget reconciliations, constructability reviews as well as value engineering. The overall responsibility for the design rests with the A/E team.

Progress design meetings will occur on a regular weekly schedule throughout the design phase at a location agreeable to the GC/CM, owner and Architect. The Architect shall distribute an agenda prior to the meeting, take and distribute minutes after the meetings. The purpose of these meetings is to keep the lines of communication open and to facilitate effective, informed and timely decisions as the design develops.

The Project Design Team shall consist of the following:

- The Owner project manager and other owner personnel as deemed necessary by the Owner
- E&AS Project Manager
- A/E Project Manager and other A/E team members as needed
- GC/CM Project Director and other GC/CM team members as needed.

The Design Team meeting agenda may include:

Approval of previous meeting's meeting notes prepared by A/E:

- Critical issues briefing
- Budget
- Schedule:
  - Project schedule
  - Critical path
  - Monthly outlook
- Design review:
  - Program
  - Schematics
  - Bid packaging
  - Design Development
  - Construction Documents
  - Analysis of new systems, methods, technologies, etc.
  - Highlights on new items or changes from previous meeting
  - Owner furnished, Owner installed equipment
  - Permits
- Outstanding actions:
  - To-do list
  - Concerns and solutions

### **8.3 Construction Phase**

The GC/CM is responsible for the coordination of all subcontractor activities during construction including scheduling and sequencing of the work, submittals, coordination drawings, building information modeling, and all other work identified in the drawings and specifications. The GC/CM shall coordinate, so as not to cause delay, Owner activities including, but not limited to, owner furnished-contractor installed items, owner testing services, and Owner's commissioning agent.

A project team consisting of the following people will meet for weekly construction progress meetings at the job site. The GC/CM shall conduct the meetings and distribute meeting notes to participants.

- GC/CM Project Manager
- GC/CM Superintendent
- Trade Contractors as needed
- A/E Project Manager
- E&AS Project Manager
- Tenant Designee

At a minimum the Construction Progress Meeting agenda shall include:

- Review of previous week minutes prepared by GC/CM.
- Critical issues briefing
- Safety
- Budget:
  - MACC

- Review monthly reports produced by the GC/CM
- Schedule:
  - Past week's progress and next week's plans
  - Long-range schedule
  - Critical path
- Submittals
- RFIs
- Change Order Proposals, Field Authorizations, Team Change Memos, and Change Orders
- Outstanding actions:
  - To-do list
  - Concerns and solutions

The GC/CM shall conduct other meetings with various subcontractors at regular intervals including but not limited to:

- Safety meetings
- Pre-construction meetings
- Pre-installation meetings
- Coordination meetings
- Subcontractor progress meetings

At the beginning of and thereafter quarterly during construction, the GC/CM shall arrange an executive level project risk analysis meeting to examine at the project potential risk and, as a team, develop methods to mitigate issues before they reach crisis level. Participants in these meetings shall be:

- GC/CM Executive Staff including the director of operations, project executive, project manager and site superintendent
- Architect executive staff including the principal in charge, project architect and project manager
- E&AS Assistant Program Manager and E&AS Project Manager
- Executive representatives of the Department of Commerce
- Executive representatives of the Community College
- Executive representatives of Building Owner & Property Management as applicable

#### **8.4 Roles and Responsibilities:**

Following is an overview of typical tasks performed by project team members. The overall success of the project depends on all members of the team pulling together in the best interest of the project.

## 8.4.1 Owner Team

### **DES Project Manager**

- Project Program
- Scope
- Schedule
- Budget Management
- Project Policy Adherence
- CPARB Reporting
- A/E Point of Contact
- GC/CM Primary Point of Contact
- Develop MACC
- Permit Agencies Plan Review & Approval Oversight
- Payment Review and Internal Payment Transmittal
- Design Review
- Special Inspection and Testing
- Construction Review (technical)
- Changes to Contract Documents
- Change Orders
- Contracts and Agreements
- Diverse Business Inclusion Review
- Apprenticeship Program Review
- Technical Oversight
- Site Representatives (construction access, coordination)

### **Agency Designee (per Department of Commerce)**

- Tenants' Point of Contact
- Tenant Coordination
- Program Adherence
- Concur with MACC
- Design Review for Building Improvements
- Stakeholder Coordination
- Concur with Contract Document
- Changes

### **College Administration Manager**

- Program and Project Oversight
- Budget and MACC Oversight

### **E&AS Assistant Program Manager**

- Project Management Oversight

#### **8.4.2 A/E Team**

- Design Documents
- Design Quality Assurance
- Schedule through design
- Budget
- Permits
- Construction Administration
- Construction Quality Assurance
- Modifications to contract documents
- Progress payment review

#### **8.4.3 GC/CM Team**

- Construction Quality Assurance
- Quality Control
- Design Review at all Design Phases
- Budget/Cost Control
- Schedule
- Final Construction Document Review
- Value Engineering
- Constructability Review
- Interdisciplinary Coordination Checks
- Bidding
- Trade Contractor Coordination
- Invoicing/Payments To Trade Contractors
- Safety
- Diverse Business outreach and coordination
- Apprenticeship Requirements